



MIAMIBEACH

Announcement of Open Position

INFORMATION TECHNOLOGY SPECIALIST I

\$ 43,781.14 - \$70,709.86 ANNUAL SALARY

Open: 09/25/2006 8:30 A.M.

Close: UNTIL FILLED

NATURE OF WORK

This is work in the Information Technology department helpdesk. The employee will perform and/or assist in the deployment of cellular telephones, PDA's and other communication equipment. Employees in this role are responsible for configuring and modifying cellular accounts with multiple wireless carriers, communicating with support personnel at the wireless carriers, reviewing and preparing wireless carrier bills for payment, data gathering, interacting with cellular equipment users to identify problems and define solutions, maintaining documentation, and presenting findings and specifications, verbally and in writing.

MINIMUM REQUIREMENTS

Associate degree in Computer Science, Management Information Systems, Business or Accounting. Experience may substitute for education on a year-for-year basis. Experience with help-desk support and installation of cellular phones, and deploying PDA's. Good oral and written communication skills. Excellent follow-up and organization. Excellent oral and written communication skills; excellent organization, follow-up and customer-service skills; good knowledge of MS Office, PC's, and LANS. Hands on experience with current wireless cellular devices. Experience training users. Knowledge and experience in governmental applications is desirable.

TO APPLY

E-Mail two (2) detailed resumes by close date to:

jobs@miamibeachfl.gov

or via mail to:

MIAMI BEACH CITY HALL
Human Resources Department
ATTENTION: SAN-ANN-123
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 1508

UC NO: **06-UO-1-230**

EOE/AA/ADA/VET PREF

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.